

Sick and Bereavement Leave

Leaves of Absence

The Board has the authority to grant any employee's request for a leave of absence. A leave of absence may be at the request of the employee or may be done involuntarily by action of the Board. The Board may also delegate this authority to a designee.

Delegation of Authority

Through this policy, the Board has delegated this ongoing authority to the Superintendent, both with regard to acceptance of an employee's request for leave of absence as well as an action of placing a certificated employee on an involuntarily leave of absence.

Upon the Superintendent's action to place a certificated employee on a period of involuntary leave of absence, the Board shall ratify or nullify action of the Superintendent at the next regularly scheduled meeting of the Board or at a special meeting of the Board should the next regularly scheduled meeting of the Board not be within a period of 21 days from the date of the action. Whether such leave is with pay or without pay shall be determined when applying the appropriate principles of Section 33-513(7), Idaho Code.

A Superintendent's acceptance of a certificated employee's request for leave of absence shall be put before the Board for ratification at the next regularly scheduled meeting of the Board or within twenty-one (21) days, whichever comes first.]

The Superintendent is delegated the authority to address classified personnel leave without notification to the Board and is delegated authority to address classified personnel discipline and termination without Board approval.

Considerations for Involuntary Leave

If the Superintendent or Board is making a decision as to whether or not to place an employee on a period of involuntary leave of absence, some of the considerations in making such a decision may include:

1. Whether or not the conduct at issue involves a possible:
  - A. Criminal act;
  - B. Violation of the Code of Ethics for Idaho Professional Educators;
  - C. A violation of federal or state education laws or regulations; or
  - D. A violation of District Policy and/or Procedure.
2. Whether or not the conduct at issue involves the health, welfare, or safety of the District's students or employees.
3. Whether or not there is an event identified.
4. If the event involves an allegation of abuse of a student or minor, is there an "identified victim" or some other information that provides indicia of credibility.
5. If the event involves an allegation of abuse of a student or minor, is the report in question anonymous or are there any other indicia of credibility.
6. Whether or not there is an identified victim or identified event that the District could investigate.

7. Whether or not there a concern that the presence of the employee on school property could be detrimental to the investigation process and/or a concern that the employee and/or the presence of the employee interfere with the investigation process.
8. Whether or not there is an ongoing/related criminal investigation associated with the same alleged event or allegations.

#### Sick Leave

Classified employees who regularly work twenty (20) hours or more per week and certificated employees who work half time or more per week shall be granted sick leave and other leaves in accordance with State law. Each such employee shall be granted sick leave with full pay of one (1) day as projected for the employment year for each month of service in which he/she works a majority portion of that month. Sick Leave days will be credited to the employee at the beginning of each school year. Sick leave for classified employees shall be calculated proportionate to the average hours worked per day. Sick leave for certificated employees shall be calculated by the day, or percentage thereof, as defined in his/her individual employment contract. The District, may in its discretion, require proof of illness when deemed appropriate, including but not limited to abuse of sick leave or false claims of illness.

Compensation shall not be provided for unused sick leave.

“Sick leave” means a leave of absence, with pay, for a sickness suffered by an employee or his or her immediate family. Dental appointments and Doctor appointments for members of the immediate family will be considered allowable sick leave. “Immediate family” shall mean-spouse, children, father, mother, brothers, sisters, grandchildren, grandparents, or the same relatives of one’s spouse. Nothing in this policy guarantees approval of the granting of such leave in any instance. Each request will be judged by the District in accordance with this policy and the needs of the District.

It is understood that seniority shall accumulate while a teacher or employee is utilizing accumulated sick leave credits. Seniority will not accumulate unless an employee is in a paid status. Abuse of sick leave is cause for discipline up to and including termination.

#### Transfer of unused sick leave

Termination of employment in any district shall terminate sick leave rights, both current and accrued, except when such employee is employed by another district or another state educational agency during the school year immediately following the year of termination or within three (3) school years immediately following the year of termination if termination of employment is due to a reduction in force; New employees may transfer sick leave balance from another district. (Reference 33-1217)

#### Accrual of unused sick leave

Employees may accrue unused sick leave without limit. Upon retirement, an employee’s accumulated unused sick leave must be reported by the District to the public employee retirement system.

#### Bereavement Leave

District employees will be granted three (3) days of paid Bereavement Leave for each immediate family occurrence. “Immediate family” shall mean-spouse, children, father, mother, brothers, sisters, grandchildren, grandparents, or the same relatives of one’s spouse.

Occasions may occur when a teacher in support of a student in their classroom may request a portion of a school day to attend funeral services for a student or a member of the student’s family. The district will allow those requests and record that time off as bereavement leave.

I.C. § 33-513	Professional personnel
I.C. § 33-1216 et seq.	Sick and other leave
I.C. § 33-1217	Accrued Unused Sick Leave
I.C. § 33-1228	Severance allowance at retirement

Policy History:

Adopted on:	03/25/2008
Revised on:	02/28/2012
Revised on:	08/28/2012
Revised on:	11/27/2012
Revised on:	03/26/2013
Revised on:	10/25/2016
Revised on:	07/25/2017